

C O U N C I L C O M M U N I C A T I O N

TO: THE CITY COUNCIL
FROM: THE CITY MANAGER'S OFFICE

COUNCIL MEETING DATE
JANUARY 2, 1991

SUBJECT: SELECTION OF A CONSULTANT FOR THE PREPARATION OF THE CITY OF
 LODI SOURCE REDUCTION AND RECYCLING ELEMENT AND HOUSEHOLD
 HAZARDOUS WASTE ELEMENT

PREPARED BY: Assistant City Manager

RECOMMENDED ACTION: That City Council retain EMCON Associates as the City
 of Lodi's consultant for preparing planning elements
 as required by Assembly Bill 939, and authorize the
 City Manager to execute the appropriate agreement.

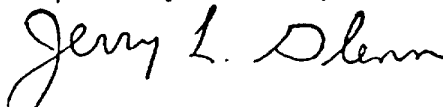
BACKGROUND INFORMATION: AB 939 requires the City of Lodi to prepare a Source
 Reduction and Recycling Element and Household
 Hazardous Waste Element by July 1, 1991.

In October/November 1990, the City received proposals from R. W. Beck and Associates, EMCON Associates, and AllWest Environmental Inc., for the preparation of the required elements.

City staff reviewed these proposals and invited EMCON Associates to present their organization at the City Council Shirtsleeve Session of December 11, 1990.

After careful consideration, it is recommended that City Council select EMCON Associates as the City's consultant. Although EMCON did not submit the lowest bid for this project, their qualifications and experience indicates the greatest potential for preparing a quality product which will consider the unique nature of our community. The project will be undertaken on a time and expense basis for a not-to-exceed price of \$37,516. Funding for the project will be obtained from the Refuse Surcharge Fund.

Respectfully submitted,



Jerry L. Glenn
Assistant City Manager

Prepared by Kirk Evans, Administrative Assistant to the City Manager

JLG/KE:br

Attachment: Proposal to Prepare City of Lodi SRRE

COUNC990

#76

CITY OF LODI
SPECIAL ALLOCATION REQUEST

TO: Finance Director

DATE: January 4, 1991

FROM: City Clerk

PROJECT NUMBER: 013.0-020.01-323

Request is made for funds to accomplish the following project which was not included in the current budget:

Description of Project	Estimated Cost
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Retention of EMCON Associates as the City of Lodi's consultant for preparing planning elements as required by Assembly Bill 939 - \$37,516 Funding for the project to be obtained from the Refuse Surcharge Fund.	
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(If you need more space, use additional sheet and attach to this form)

Date of Approval - January 2, 1991

Amount Approved - \$37,516

Council _____ xxx _____

City Manager _____

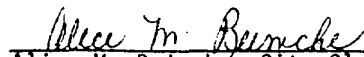
FUND OR ACCOUNT TO BE CHARGED

Current Budget	\$ _____	Prior Year Reserve	\$ _____
Contingent Fund	\$ _____	General Fund Surplus	\$ _____
Capital Outlay Reserve	\$ _____	Reimbursable Account	\$ _____
Utility Outlay Reserve	\$ _____	Refuse Surcharge Fund Other (Election)	\$ 37,516.
Hotel/Motel Tax Reserve	-		

General Fund Operating Reserve

Account Number


Robert H. Holm, Finance Director


Alice M. Reimche, City Clerk

Submit this form in duplicate to the Finance Director. Distribution after approval will be as follows: 1) Originating Department 2) Finance Department

RESOLUTION NO. 91-6

A RESOLUTION OF THE LODI CITY COUNCIL
APPOINTING A REPRESENTATIVE TO SERVE ON THE
SACRAMENTO-SAN JOAQUIN INTERCITY RAIL
COORDINATING COMMITTEE (IRCC)

RESOLVED, that the City Council of the City of Lodi approves the appointment of Council Member Phillip A. Pennino as a representative to serve on the Sacramento-San Joaquin Intercity Rail Coordinating Committee (IRCC).

Dated: January 2, 1991

I hereby certify that Resolution No. 91-6 was passed and adopted by the City Council of the City of Lodi in a regular meeting held January 2, 1991 by the following vote:

Ayes: Council Members - Pinkerton, Pennino, Sieglock, Snider and
Hinchman (Mayor)

Noes: Council Members - None

Absent: Council Members - None

Alice M. Reimche
Alice M. Reimche
City Clerk

CITY COUNCIL

DAVID M. HINCHMAN, Mayor
JAMES W. PINKERTON, Jr.
Mayor Pro Tempore
PHILLIP A. PENNINO
JACK A. SIEGLOCK
JOHN R. (Randy) SNIDER

CITY OF LODI

CITY HALL, 221 WEST PINE STREET
P.O. BOX 3006
LODI, CALIFORNIA 95241-1910
(209) 334-5634
FAX (209) 333-6795

THOMAS A. PETERSON
City Manager

ALICE M. REIMCHE
City Clerk

BOB McNATT
City Attorney

January 4, 1991

State of California
Department of Transportation
District 3
Attention: John D. Mason, Jr.
P.O. Box 911
Marysville, CA 95901

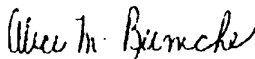
Dear Mr. Mason:

Please be advised that the Lodi City Council at its regular meeting of January 2, 1991 concurred with the Mayor's appointment of Council Member Phillip A. Pennino as the City's representative to serve on the Sacramento-San Joaquin Intercity Rail Coordinating Committee (IRRC).

We have enclosed a certified copy of authorizing Resolution No. 91-6 for your files.

Should you have any questions regarding this appointment, please do not hesitate to call this office.

Very truly yours, .


Alice M. Reimche
City Clerk

AMR/jmp

Enclosure



November 9, 1990
Proposal P90L-037

Thomas A. Peterson
City Manager
City of Lodi
221 West Pine Street
Lodi, California 95241-1910

Re: Proposal to Prepare City Source Reduction and Recycling Element

Dear Mr. Peterson:

It was a pleasure to meet with you and Mr. Glenn on Tuesday, November 6, 1990. EMCON Associates (EMCON) is very interested in preparing the Source Reduction and Recycling Element (SRRE) for the city of Lodi (City). Enclosed are three copies of our proposal to provide such services.

EMCON brings to the project an excellent working knowledge of the solid waste management program in San Joaquin County. Our understanding of the City's waste management issues range from the design and development of the North County Landfill, which will replace the Harney Lane Landfill site, preparing the San Joaquin County Hazardous Waste Management Plan and our work with the city of Stockton, which ranges from its Source Reduction and Recycling Element to remediation of ground-water contamination at the city of Stockton's landfills. We have also worked closely with a number of the private refuse hauling companies in San Joaquin County.

EMCON offers a complete range of services for planning, designing, and implementing waste generation studies and source reduction and recycling elements. The firm's recent relevant experience includes (1) preparing source reduction and recycling elements for the cities of Milpitas, Palo Alto, Rialto and nine cities in east San Bernardino County, Burbank, Vernon, Stockton, and Nevada County; (2) conducting waste char-

pro:P90L037

acterizations; (3) designing materials recovery facilities in the Bay Area and northern California; (4) providing technical and marketing guidelines for composting; and (5) developing household hazardous waste management programs, including the design of permanent collection facilities. Since its founding in 1971, EMCON has provided services to counties in the preparation of solid waste management plans and has served as a leader in developing innovative materials recovery and recycling programs.

EMCON has been closely tracking the development and implementation of Assembly Bill (AB) 939, the statute that requires the proposed project work. The firm's key staff submitted detailed written comments on the draft version of the emergency regulations that were developed to implement the statute. Specifically, EMCON took issue with what the firm's staff considered a theoretical and excessively detailed approach to waste characterization that is both expensive and burdensome for cities. EMCON continues to track closely the status of AB 939 and as well as cleanup legislation such as AB 1820.

EMCON provides a complete range of services for planning, designing, and implementing integrated waste management systems for cities, counties, and private entities. With over 19 years of experience applied exclusively to solving waste management problems, EMCON has developed the technical experience and sensitivity to regulatory constraints to work with its clients towards the implementation of practical and cost-effective programs.

Since its founding in 1971, EMCON has emphasized a multidisciplinary approach to serve its clients. Project teams are formed that include staff from a wide range of technical disciplines in the engineering, geologic, and chemical services fields. The firm's professional staff combines personal expertise with the experience gained from many successfully completed projects, enabling EMCON to become a recognized leader in the waste management industry. An administrative team supports the technical groups, providing contract management, legal services, computer services, a technical library, and technical writing services.

Our scope of services are detailed on the following pages. The project team organization and the budget and schedule follow the scope of services.

SCOPE OF SERVICES

EMCON intends to use San Joaquin County's recent solid waste disposal study to identify material which could be targeted for diversion. Our efforts will focus on conducting the solid waste diversion study and preparing the city of Lodi's SRRE. The following tasks describe the work required to complete the diversion study and the SRRE.

Task 1. Review and Evaluate Existing Source Reduction, Recycling, Composting, and Other Solid Waste Management Programs

EMCON will review and evaluate any existing source reduction, recycling, composting, and other solid waste management programs for the city of Lodi. Our evaluation of these programs will provide a basis for undertaking Task 3, preparation of the SRRE and Task 4, preparation of the Household Hazardous Waste Element (HHWE). This information will include, but not necessarily be limited to:

- *Report of Disposal Site Information, North County Landfill*
- *Environmental Impact Report for North County Landfill*
- *San Joaquin County Waste Characterization Study, May 1990*
- *San Joaquin County's Solid Waste Management Plan, revision, March 1986*
- *Commercial and Residential Refuse Haulers, residential, commercial, and industrial waste reports; recycling programs that include drop off/buy back recycling centers*
- *Consolidated Regulatory Submittal for the North County Landfill*
- *City of Lodi's General Plan*
- *San Joaquin County's General Plan*

EMCON will review and evaluate the existing recycling activities occurring in the City. The team's evaluation of these programs will provide a basis for undertaking the source reduction, recycling, and composting components, respectively.

Task 2. Solid Waste Generation Study

Subtask 2.1. Conduct solid waste diversion study. EMCON will review existing diversion programs, including, where applicable, source reduction, recycling, and composting programs in order to conduct a solid waste diversion study. Data from this study will provide the framework for preparing the SRRE. We expect that there will be a need to coordinate with local recyclers. EMCON has developed survey forms and a confidentiality agreement which will be used to complete work in this task. The confidentiality agreement is designed to provide assurances to recyclers that confidential information on recycled quantities will not be released to competitors. We anticipate that the City would request businesses and recyclers to cooperate with EMCON during the waste diversion studies. The surveys will be followed by telephone calls to businesses that did not respond or where information needs to be clarified.

We note that there is a significant Hispanic population in the City. Accordingly, EMCON will provide survey forms in either English or Spanish, as required. In many cases, it is necessary to follow the surveys with telephone calls. Many of our staff are conversant in Spanish and can assist in this effort, as needed.

Subtask 2.2. Conduct solid waste disposal study. EMCON has reviewed AB 1820, the "cleanup" legislation to AB 939. AB 1820 permits the use of studies or data "developed on a county or regional basis and which are adapted to the conditions which exist in a city preparing its waste characterization component". The bill also requires only the amount of seasonal sampling necessary to achieve the 25 percent diversion target for the 1995 deadline (rather than the maximum extent possible seasonal sampling). The modifications in the language of AB 1820 would permit EMCON the use of the county's recent waste disposal study. We believe that the county's recent study provides an accurate characterization of the waste disposed within the City's jurisdiction. The waste composition data will be projected over a 15-year period, as required by AB 939.

Task 3. Prepare Source Reduction and Recycling Element

EMCON will prepare a separate SRRE for the city of Lodi consistent with the requirements of Article 6.2 of the *Planning Guidelines for Preparing, Revising, and Amending Countywide Integrated Waste Management*

Plans (Guidelines), dated March 19, 1990, and revised on September 25, 1990, due to the passage of AB 1820.

The SRRE will contain the following components: source reduction; recycling; composting; special wastes program; public education/information; solid waste disposal facility capacity; revenue funding; and integration. Household hazardous wastes (HHWs) will be discussed under Task 4 below.

For each component, EMCON will identify and evaluate alternatives for enhancement of existing programs or development of additional programs. In all cases, the evaluation will be based on consistency with any existing programs and plans, effectiveness, flexibility, implementability, facility requirements, and estimated costs.

Based on the results of the evaluation of alternatives for each component, and guidance from the City, EMCON will develop each component and incorporate each one into the SREEs.

The format for the SRRE will follow the model component format outlined in the Guidelines.

Subtask 3.1. Source reduction component. EMCON will describe and evaluate current source reduction activities in the City, based on data obtained from the solid waste diversion characterization described in Task 2. This will include data from the City's leaf composting program.

EMCON has developed a survey form which will be distributed to local businesses to determine what source reduction techniques are practiced within the community. We have designed the form to elicit information on procurement practices and in-house source reduction practices, such as double-sided copies. This form will be printed in Spanish or English, as appropriate.

EMCON will identify and evaluate alternatives for additional source reduction programs, or enhancement of existing programs. The alternatives to be evaluated include

- rate structure modification, using either volume-based rates or variable can rates, for residential and commercial accounts

- creation of economic incentives (positive and negative) to encourage local citizens and businesses to reduce the amount of wastes they produce
- technical assistance or instructional and promotional alternatives
- development of new regulatory programs at the local level
- local government reduction programs

The above alternatives have been successfully implemented in the Pacific Northwest and in several midwest and eastern states. Variable rate structures are the subject of a recent U.S. Environmental Protection Agency (EPA) publication.

With respect to local government reduction programs, this is where the local governments can have the most impact in raising the public's level of consciousness. If source reduction is to have a long-term impact, the source reduction ethic must become a prevalent standard in local government. The first step in encouraging citizens to reduce their generation of wastes is to demonstrate a serious commitment on the part of local government. A waste assessment of City operations could indicate that with minor changes in the daily work routine and with appropriate training, government employees can substantially reduce the amount of wastes they produce in the work environment.

The alternatives will be evaluated based on consistency with existing programs and plans, effectiveness, flexibility, implementability, facility requirements, and estimated costs.

Based on the results of the evaluation of existing programs and alternative programs, and guidance from the City, EMCON will work with the county's local task force (LTF) and the City to develop a source reduction program that is responsive to the specific needs of the city of Lodi and its residents.

Subtask 3.2. Prepare recycling component. EMCON will prepare a recycling component for the SRRE. The recycling component will be prepared consistent with the requirements of Section 17135, Article 6.2, and will include (1) a description of the existing recycling program, (2) an evaluation of alternatives, and (3) the selection and implementation of a recycling program.

EMCON will describe the existing recycling program, including present quantities diverted. Information to complete this description will be based on the solid waste diversion characterization. EMCON has developed a survey form and confidentiality agreement which will be distributed to all local recyclers as part of our work in Subtask 2.1 to determine the types and quantities of wastes which are recycled. The confidentiality agreement gives recyclers some assurance that their data will be used for planning purposes and will not be released to competitors. We anticipate the City will be responsible for the actual distribution (mailing) of the materials. EMCON will follow-up with telephone surveys.

EMCON will identify and evaluate the effectiveness of alternative recycling programs. We will evaluate the effectiveness of existing and planned programs as well as those which have worked in other environments but are not presently in operation in the City. The alternatives to be evaluated include, but are not limited to

- source separation (curbside, commingled curbside, and commercial)
- drop-off recycling
- buy-back recycling
- manual and mechanical separation methods at centralized material recovery facilities
- salvage at solid waste facilities
- zoning requirements and rate structures to encourage recycling
- additional or under-utilized local and regional markets for secondary materials
- target materials identification
- local citizen preferences in the type of recycling services they would like to see and would use the most

A recycling preference or recycling requirement may be adopted policy and standard procedure for local government decision-making in contracts, procurement, and permits. Solid waste contracts can include requirements for recycling. Permits for public events may require provisions for recycling services. In addition, the City could require, encourage, or

offer incentives to developers who incorporate recycling into the design of their buildings. In practical terms, implementing a recycling preference into local government operations is in many ways similar to implementing affirmative action, handicapped access, or small business preference.

In order to facilitate evaluation of the recycling component, as mandated by AB 939, EMCON will use demographic and economic information specific to the City. EMCON will evaluate available markets, and present and predicted future demand for (1) recyclable materials, (2) required packaging and quality criteria for each of the identified markets, (3) projected costs, and (4) projected revenues. The analysis will take into consideration

- revenue assessments for salvageable materials
- variation in demand and prices
- market longevity
- potential buyers
- ability of the market to absorb anticipated volumes of recyclable goods

Based on the results of the evaluation, EMCON will work closely with the City to select additional recycling programs to augment existing programs. A description of the selected program will include end users or markets and quantities to be diverted by the program.

Subtask 3.3. Prepare composting component. EMCON will evaluate the alternative composting methods that could meet the needs of the City, industry yardwaste composting and composting of grape pomace and vegetable wastes. Our work under this task will include defining local markets and uses for compost. Agriculture is a large, untapped market for compost that potentially could be developed in the central valley. As previously mentioned the City has a successful leave composting program at Sanitary City Disposal Company on Turner Road. EMCON will examine this program to see if it is feasible to expand local markets for the compost material.

If necessary, an implementation schedule for a revised composting program that meets the needs of the City will be developed. Working with the City and the LTF, EMCON will consider the following when evaluating alternative composting methods:

- space constraints
- target materials
- peak seasonal and total material quantities
- site impact considerations
- cost constraints
- time constraints
- product quality and marketability
- existing and potential end markets or end users

Based on EMCON's experience in the planning and design of composting and materials recovery facilities and transfer stations, the project team will identify facility needs for implementing any additional composting programs.

EMCON will work with the LTF and the City to select a composting program, based on the results of the evaluation of the existing composting program and alternative programs.

Subtask 3.4. Develop special wastes program component. EMCON proposes to use existing data using the data sources described in Task 1, to the extent possible, to describe the existing waste handling and disposal practices for special wastes including, but not limited to, tires, bulky goods, asbestos, and sewage sludge that is not hazardous waste.

This component of the SRRE shall identify current and proposed programs to ensure the proper handling, reuse, and long-term disposal of special wastes. We will work closely with the City and the county's LTF to identify alternatives to ensure the continued proper handling and long-term disposal of these special wastes.

EMCON will develop a household hazardous waste element that includes (1) a description of current HHW programs, (2) an evaluation of alternative programs, and (3) a description of the selected program.

Subtask 3.5. Prepare public education/information component. At the inception of the project, EMCON proposes to meet with City staff to discuss the potential and most desirous method for soliciting public involvement during development of the Source Reduction and Recycling Element.

Public adoption of recycling habits determines the volume of materials diverted from the landfill and, combined with market prices, determines revenues from recycling. It is an immense challenge to try to influence the habits of a large number of people to improve the quality of community life. Recycling is behavioral change. An approach combining both (1) continual community education and (2) recycling services that are convenient and user-friendly will most effectively increase public adoption of recycling habits. One of the most effective strategies for increasing public awareness and improving their recycling habits is a multilevel strategy to increase and maintain public participation. Work at each level in the community reinforces and coordinates with work on the other levels.

EMCON will work with City officials, the LTF, and local recyclers to evaluate successful public information and involvement programs and determine their applicability to the city of Lodi. We would recommend that this activity occur at the outset of the project so that an effective public information/education program can be in place while the SRRE is being developed. Public involvement in the development of the SRRE could be key to its successful implementation. EMCON proposes to work with City staff and the county's LTF to evaluate the advantages and disadvantages of various public involvement approaches.

Once a public information/education strategy and program have been agreed upon, EMCON will prepare the public information/education component. The component will include

- a description of existing educational and informational programs
- a description of solid waste generators that will be targeted in education and public information programs
- an evaluation of alternative public education/information strategies, including providing services for bilingual education
- selection of a public education/information program

EMCON brings extensive experience to the task of developing public education programs, including designing and implementing full-scale community relations programs. EMCON has presented multimedia programs for the public on such topics as facility siting, recycling, and household hazardous waste. EMCON's project manager for this project has extensive

experience in developing public involvement strategies and programs for rural and urban areas in northern California and southern Oregon. EMCON staff have participated in public meetings for both English and Spanish-speaking audiences.

EMCON intends to work with City staff and the county's LTF to develop and select a successful and cost-efficient public involvement program using low-cost methods such as public service announcements, press conferences, utility bill inserts, appearances at local school assemblies, local poster contests, and the development of universal language signs to encourage recycling.

Subtask 3.6. Prepare solid waste disposal facility capacity component. EMCON is in a unique position to prepare the solid waste disposal facility capacity component. EMCON is the county's consultant for design of the North County Landfill and has worked closely with the county to prepare the regulatory submittals necessary to permit the landfill. The City's wastes will be disposed of in this landfill. Much of the information needed to prepare this component is already available in-house.

EMCON will develop a needs projection that estimates the additional disposal capacity needed to accommodate anticipated solid waste generation for a 15-year period following local adoption of the SRRE. The needs projection will be calculated (using the equation provided in Title 14, Section 18744) based on the waste generation projections included in the waste generation study. Again, because of our familiarity with North County Landfill, there are substantial economies of scale which can be achieved here.

Subtask 3.7. Prepare revenue funding component. EMCON will develop a revenue funding component. We anticipate that City staff will provide EMCON with existing and available information describing the current budget for solid waste management within the City limits.

EMCON will evaluate resources available for funding the SRRE program. Revenue assessments to be evaluated will include, but not be limited to

- municipal and private activity bonds
- markets for recyclable materials
- tipping fees

- rate structure modification (variable can rates or volume-based rates using EPA guidelines)
- economic incentives
- grants
- taxes

The California Department of Conservation's Division of Recycling has been given the responsibility for implementing AB 2020. Through the AB 2020 program, the Department of Conservation has made grant funding available to local jurisdictions and nonprofit conservation organizations for the purposes of developing recycling services and litter clean-up projects.

The California Integrated Waste Management Board (CIWMB) has a grant program for the establishment of household hazardous waste collection programs. However, with new requirements for the establishment of programs to manage household hazardous wastes, the competition for these types of grants will likely be very stiff. The California Energy Commission's Energy Partnership Program provides technical assistance, and occasionally grant funding, for local governments seeking refuse disposal options, including large-scale composting.

Often support for the development of recycling services is available through funding sources that are not obviously related to recycling. For example, several national and local foundations have funded recycling, rural development, rural economic development, community education, and conservation projects.

Municipal or private activity bonds may be appropriate if the City decides to go with a large-scale materials recovery facility. If the City determines these facilities would be better operated by a private entity, then a private activity bond issue may be an appropriate means of financing the development of the project. Municipal bonds can be used as a rate stabilization measure and stair step rates to protect rate payers from "rate shock."

Once components of the City's preferred program have been defined in the SRRE, EMCON will estimate total program costs. This will set the stage for identifying appropriate means to fund the desired programs.

Our analysis will include both benefit cost and life-cycle cost analyses of project alternatives as an integrated program. Life-cycle costing allows planners to determine economic costs and benefits over the life of a facility

or program. Benefit-cost analysis allows planners to compare costs of an action with its benefits.

Life-cycle costing can be used to evaluate alternative systems over an extended time with the results expressed in total current dollars. All annual costs, revenues, and salvage value are discounted in order to express them in current dollars as present value. This procedure allows comparison of long-term economic costs of alternative waste management options. It is necessary to take a long-term approach because while some options may entail higher program costs in the early years, in the long run there may be offsetting benefits. For example, source reduction and recycling will initially have high program costs that will eventually be offset by avoided costs of disposal, savings from more efficient collection operations, landfill down-sizing, and revenues from the sale of recovered materials.

EMCON will assess the costs for each proposed alternative program using life-cycle costing techniques. The alternatives will be presented in matrix form so that the relative costs of each proposed alternative can be compared and their relative advantages assessed in order to determine the best options for the City.

Subtask 3.9. Prepare integration component. EMCON will prepare an integration component that describes how the source reduction, recycling, composting, special waste, and public educational information components together achieve the 25 percent and 50 percent waste diversion requirements specified in Title 14, Section 41780.

At a minimum, the integration component will include

- a description of practices in Lodi that promote (in this order) source reduction, recycling and composting, and environmentally safe transformation and land disposal of solid wastes for the City's waste streams
- a discussion of how the City has integrated the above components to maximize source reduction, recycling, and composting
- a discussion of the means by which the SRRE achieves the diversion targets specified in Section 41780 of Title 14

- an explanation of how priorities between the components of the SRRE were determined

EMCON will also prepare a schedule for the integration component that will identify tasks required for new and expanded programs for the short-term planning period, as identified in Sections 18733.5(b) and 18740(d) of Article 6.2 of Title 14. Included in the schedule will be the anticipated date of meeting the solid waste diversion targets of 25 percent by January 1, 1995, and 50 percent by January 1, 2000.

The integration component will include an implementation plan for each planned activity. The implementation plan will address those elements which can be implemented first, allowing the City to conduct the necessary studies or obtain the necessary funds to implement more difficult components of the plan over a longer period of time.

Task 4. Household Hazardous Waste Element

Assembly Bill 2707 signed by Governor Deukmajian on September 27, 1990, requires each city to prepare a HHWE. The timetable for submittal of the HHWE is the same as for the SRRE. It is our understanding that the contents of the element will be very similar as what was required for the household hazardous waste component of the SRRE.

One of the main aspects of this new legislation is that it raises the level of importance of the management and proper disposal of household hazardous wastes. Failure to implement the HHWE could potentially result in substantial fines of up to \$10,000 per day imposed by the state.

EMCON will describe the types and quantities of the HHWs reduced, recycled, collected, treated, or disposed of through existing programs. EMCON will identify and evaluate alternative HHW programs. EMCON brings to this task extensive experience in developing HHW management programs, from 1-day collection programs to design of permanent facilities. The firm designed the permanent HHW collection facility in San Francisco that was described in *World Wastes* as "the first of its kind in the nation." EMCON staff will discuss the most pragmatic HHW program options with members of the City's staff and the LTF during the development of this element.

Based on the evaluation of the existing HHW program, and review of alternative programs, EMCON will identify a HHW program to meet the specific needs of the city of Lodi.

Task 5. Progress Meetings and Status Reports

EMCON is prepared to attend one meeting per month related to preparation of the SRRE and HHWE. There will be one representative from EMCON at each of these meetings. Our budget provides for a total of eight meetings.

We do recognize that there will be a need for presentations on the work and participation in public meetings. Since the number of those meetings are difficult to anticipate, we have allowed for participation in two public meetings as only two are required in the Guidelines. Additional public meetings will be at the request of the City and will be on a time-and-expense basis.

EMCON will prepare monthly status reports to be available for each monthly meeting.

Task 6. Prepare and Submit Reports

EMCON will submit an administrative draft SRRE and HHWE to the City for review and comment. A preliminary draft SRRE will be submitted to the LTF and to the City. Final drafts will reflect incorporation of the comments received from the City during review of the administrative draft. The final draft SRRE and HHWE will reflect suggested modifications from the county LTF and the City. The final draft SRRE and HHWE for the City will be submitted to the City Council for approval. The county will also be provided with a copy of the final SRRE and HHWE for the City.

Task 7. Environmental Review

With respect to compliance with the California Environmental Quality Act, during several work sessions to draft Assembly Bill 1820, George Larson, CIWMB executive officer, indicated that a Negative Declaration is the preferred environmental document since SREEs and Countywide Integrated Waste Management Plans are largely planning documents. Individual projects would still require further environmental review with this approach.

EMCON will prepare an initial study in support of a Negative Declaration for the SRRE and HHWE. The initial study will include an assessment of potential impacts of the programs and plans identified in the SRRE and identification of suggested mitigation measures.

If after reviewing the expanded initial study the City determines that an environmental impact report (EIR) is required, EMCON will prepare a revised scope of work and cost estimate to prepare an EIR.

OPTIONAL SERVICES

Task 8. Annual Report

After state approval of a source reduction and recycling element or an integrated waste management plan, each jurisdiction must monitor the reductions in solid waste. They are required to submit an annual report to the CIWMB summarizing progress in achieving the mandated waste reduction goals.

The requirement for this annual report are more specifically described in California Code of Regulations., Title 14, Article 7, Section 18771. If desired, EMCON will assist the City in evaluating their progress in achieving the mandated goals and will prepare the annual report for submittal to the CIWMB.

Task 9. Public Information and Education

EMCON is prepared to assist the City in carrying out specific public information/education programs once the SRRE is approved by the CIWMB. This could include development of public service announcements, posters, bilingual brochures on how to recycle and where to recycle and working with community groups to encourage participation in recycling and source reduction programs.

PROJECT TEAM ORGANIZATION

Donald Andres - Principal-In-charge

Mr. Donald Andres, Senior Vice President, will have principal-level responsibility for the City of Lodi project. With 29 years' experience in the waste management field and a 16-year association with EMCON, Mr. Andres has directed projects ranging from siting and developing integrated

waste management facilities to designing remedial-action programs. During the course of his career, Mr. Andres has acted as an in-house consultant for the Environmental Protection Agency's Office of Solid Waste Management, the California Hazardous Waste Technical Advisory Committee, the State Committee on Solid Waste Management, and the Ad Hoc Committee of the California Department of Health Services.

John Glaub - Project Director

Assigned to serve as project director for the proposed project is Dr. John Glaub, manager of EMCON's Waste Processing Group. Dr. Glaub brings to the proposed project more than 13 years of experience in managing complex waste management programs requiring expertise in waste characterization, resource recovery, and waste processing. Dr. Glaub served as project manager for a comprehensive waste characterization study in northern Santa Clara County in 1982-83 involving the analysis of the composition of the municipal solid waste stream. In addition, he directed waste characterization studies for two landfills in Santa Cruz County and a landfill in Monterey County. His recent materials recovery experience includes an analyses of secondary materials markets for the city of Sunnyvale. Dr. Glaub has also developed load-checking programs for solid waste landfills in Santa Clara, San Mateo, and Monterey counties.

Cheryl Shields - Project Manager

Ms. Shields, who brings to the project more than 12 years of experience, will be EMCON's project manager. She is currently project manager for the City of Stockton's SRRE and Nevada County's SRRE and Integrated Waste Management Plan. Ms. Shields recently served as task manager for a detailed feasibility study for a municipal solid waste sorting, recycling, and energy recovery facility. She has conducted market analyses for recyclable materials, assessed processing and packaging requirements, identified specific markets and end users, and negotiated preliminary contracts based on a 1,000-ton-per-day facility. Ms. Shields is experienced in public involvement program development for rural and urban communities across the state of California through her work on a major interstate high voltage transmission line, where she was the public involvement coordinator.

Matt Southworth - Senior Waste Management Specialist

Mr. Southworth's background, which includes solid waste engineering and civil engineering, focuses on the design of solid waste facilities. He has managed over a dozen waste characterization studies and has performed economic and financial evaluations of both existing and proposed operations including composting, recycling, and waste-to-energy facilities.

Rhonda Swan - Senior Planner

Ms. Swan, a senior planner within EMCON's Waste Processing Group, will be responsible for preparing the household hazardous waste component and the SRRE's integration component. Ms. Swan has more than 10 years of experience in the field of waste management. At EMCON, she is involved in projects related to solid waste management planning studies; hazardous waste handling plans; permitting, operations, and closure plans; prohibited waste control programs, household hazardous waste management programs, and small-quantity generator hazardous waste management.

Jill Holbert - Environmental Planner

Ms. Holbert, a recycling and environmental planner at EMCON, will assist with developing the source reduction, recycling, composting, funding, and public information components for the proposed project. At EMCON, Ms. Holbert's responsibilities include developing materials recovery and composting programs for the public and private sectors, including conducting waste characterization studies and marketing studies for recyclables and compost products. Currently, Ms. Holbert is developing a waste characterization methodology for Norcal Solid Waste Systems, Inc., to be implemented in the firm's service areas. She is also responsible for the waste characterization study for the city of Milpitas, which will use existing data from other studies.

Donald Gambelin - Environmental Planner

Mr. Gambelin, an environmental planner with specific expertise in solid waste management, will assist in the preparation of the facility capacity and special waste components. He specializes in permitting procedures for new integrated waste management facilities and expansions. He has been involved in the permit process for numerous landfills and has pre-

pared documentation for several landfill closures. In the area of special wastes, he has developed management programs for asbestos, tires, and sludge. He is experienced in preparing California Environmental Quality Act (CEQA) documents, as well as reports of waste discharge, closure and postclosure maintenance plans, reports of disposal site information, and information packages for public dissemination.

Katherine Dever - Recycling Specialist

Ms. Denver specializes in recycling, source reduction, regulatory analysis and public information programs. She developed the waste diversion methodology for the city of Palo Alto's SRRE. She has experience in establishment of office paper collection programs and secondary materials assessments.

Yasmine Strenk - Staff Planner

Ms. Strenk's responsibilities include environmental assessment of waste management programs and the development of source reduction programs, and household hazardous wastes management programs. Before joining EMCON, Ms. Strenk worked with city and state government agencies on a variety of public policy issues including court cases defining the California Environmental Quality Act.

BUDGET AND SCHEDULE

EMCON proposes to conduct the above described work on a time-and-expense basis for a not-to-exceed price of \$37,516. A budget breakdown is provided on Table 1. The project will be completed consistent with the schedule shown on Figure 1. EMCON pledges to work closely with the City to minimize costs on this project. We have included our Schedule of Charges and General Terms and Conditions for your information as Attachments 1 and 2.

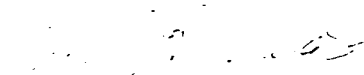
We appreciate the opportunity to submit this proposal to prepare the City's Source Reduction and Recycling Element. If you have any specific questions about our proposal, please call us at (916) 928-3300. We would be pleased to meet with you to discuss our proposal.

Mr. Thomas R. Peterson
November 9, 1990
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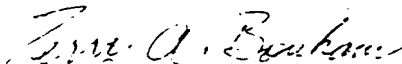
Proposal P90L037

Very truly yours,

EMCON Associates



Cheryl L. Shields



Terry A. Bonham
Branch Manager

CLS/TAB:ldr

Attachments: Attachment 1 Schedule of Charges
Attachment 2 General Terms and Conditions

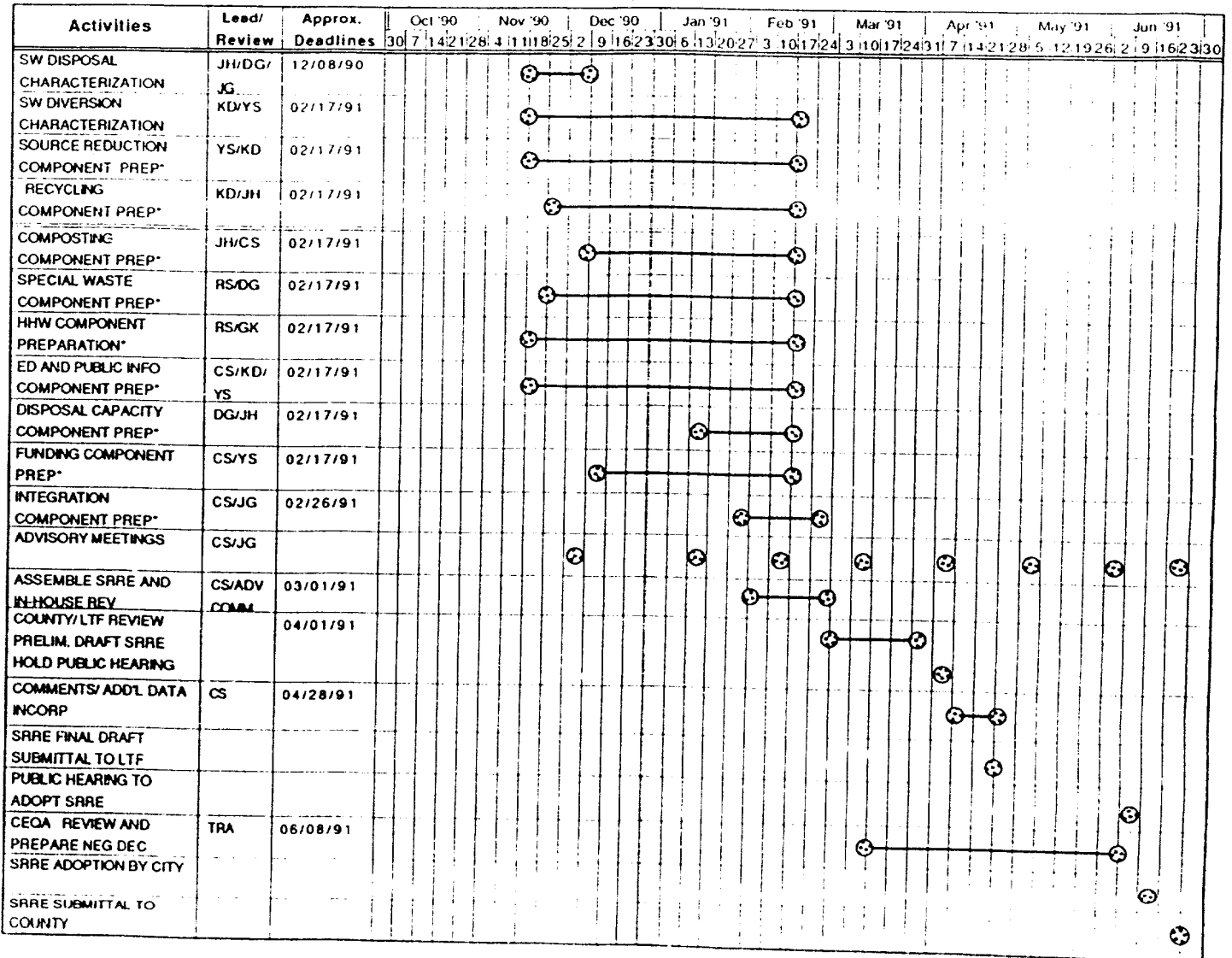
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**Personnel and Budget Allocation
City of Lodi Source Reduction and Recycling Element**

TASK	Project Dir	Project Mgr	Environ Planners	Recycling Specialists	Project Engineers	Drafting	Tech Adv.	Clerical	Total Hrs	Proposed Budget
	\$105/hr	\$78/hr	\$54/hr	\$49/hr	\$61/hr	\$54/hr	\$95/hr	\$42/hr		
1. Review and Evaluate Data	1	3	4	8	1				17	\$1,008
2. Waste Generation Study										
2.1 Diversion Study	1	4	8	40				2	55	\$2,461
2.2 Solid Waste Disposal Study		4	12					3		\$1,086
3. Prepare SRRE										
3.1 Source Reduction Component	1	4	16	16				2	39	\$2,149
3.2 Recycling Component	1	4	16	24				2	47	\$2,541
3.3 Composting Component	1	4	8	24	6			2	45	\$2,475
3.4 Special Wastes Component	1	2	4	20	16			2	45	\$2,517
3.5 Public Education Component	1	16	8	16				2	43	\$2,653
3.6 Facility Capacity Component	1	2		8	8			2	21	\$1,225
3.7 Funding Component	1	2	4	12	1			2	22	\$1,210
3.8 Integration Component	1	8	4	12	2			2	29	\$1,739
4. HHW Element	4	8	12	8	16			4	52	\$3,228
5. Progress Meetings & Monthly Status Reports	4	48	8	8	8		4	18	98	\$6,612
6. Prepare and Submit Reports	4	24	24	24	4	4	4	24	112	\$6,612
7. CEQA Initial Study and Neg Dec	8	30	30	30				20		\$7,110
Totals	29	160	154	242	61	4	8	87	608	\$37,516

Table 1

**SCHEDULE FOR THE PREPARATION OF THE SOURCE
REDUCTION AND RECYCLING ELEMENT (SRRE) FOR THE
CITY OF LODI, CALIFORNIA**



(consist of 1) definition of objectives, 2) description of existing conditions, 3) evaluation of alternatives, 4) selection of program, 5) implementation, and 6) evaluation and monitoring)

Figure 1



Effective January 1, 1990

SCHEDULE OF CHARGES

PERSONNEL CHARGES

Executive Manager	\$83 - 125/hr
Sr. Technical Staff	\$78 - 105/hr
Technical Staff	\$49 - 86/hr
Technical Assistant	\$29 - 60/hr
Nontechnical	\$29 - 60/hr
Drafting/CAD	\$36 - 67/hr
Word processing (including equipment)	\$42 - 46/hr
Reproduction/Printing	\$29 - 45/hr

Depositions and Expert Witness Testimony \$125 -200/hr

Travel Time - In accordance with the above schedule, up to maximum 8 hours per day.

DIRECT CHARGES

Xerox Reproduction, per sheet	\$0.14
Auto or Pickup Truck per mile	\$0.38
4 x 4 Trucks	\$0.50
Fax per page	\$3.00
Blueprints per square foot	\$0.10
Mylar per square foot	\$1.35

Charges for special outside services, equipment and facilities not furnished directly by EMCON Associates will be billed at cost plus 15 percent. Such charges may include, but shall not be limited to, the following services:

Printing and photographic reproduction	Rental and operation of drilling equipment
Rented vehicles	Rented field equipment
Transportation on public carriers	Shipping charges
Subconsultants	Meals and Lodging
Special fees, permits, insurance, etc.	

SUPPLEMENTAL SCHEDULES OF CHARGES

- Soils Laboratory
- Chemical Laboratory
- Chargeable Equipment
- Computer Charges



GENERAL TERMS AND CONDITIONS

WARRANTY. EMCON Associates and its subsidiaries (EMCON) provide services in accordance with generally accepted professional practices in its fields of specialty. No other warranty or representation, either express or implied, is included or intended as part of its services, proposals, agreements, or reports.

SCOPE AND EXECUTION OF SERVICES. EMCON will diligently proceed with the agreed scope of services and will provide such services in a timely manner. However, the time required for completion of services may vary due to conditions unknown to or beyond the control of EMCON. EMCON makes no warranties regarding the time of completion of its duties under this contract, and will not be responsible for any damages, consequential or otherwise, caused by delay in the completion of its services.

In the event that the Client requests termination of services prior to completion, EMCON reserves the right to complete such analyses and records as may be necessary to place its files in order and, where considered necessary to protect its professional reputation, to complete a report on the work performed to date of termination. A termination charge of up to 30 percent of charges incurred to date of notice of termination by the Client may be made at the discretion of EMCON.

TERMS OF PAYMENT. Invoices will be submitted monthly and shall be due and payable upon receipt. A late payment charge of 1-1/2 percent per month will be payable on any amount not paid within 30 days of invoice date, payment thereafter to be applied first to accrued late payment charges and then to the principal unpaid amount. EMCON may, at its option, withhold delivery of reports and any other data pending receipt of payment for all services rendered.

SAMPLES. EMCON will provide temporary storage of soil, rock, water, and other samples needed for analysis for up to 90 days. Client will remain responsible for long-term storage (if any) and disposal of its samples.

RIGHT OF ENTRY. Client will furnish right of entry for EMCON to make borings, take samples and/or perform necessary work within the boundaries of the work area. EMCON will operate with reasonable care to minimize damage to property; however, some damage is frequently unavoidable and the cost of repair or remedy of such damage is not included in EMCON's fee unless otherwise stated.

SUBSURFACE OBSTRUCTIONS. Client shall be responsible for designating the location of all utility lines and other subsurface obstructions within the boundaries of the work area. EMCON may assist Client in obtaining locator services to help Client in making such identification; Client will indemnify and hold EMCON harmless against any damages, loss or liability arising out of or connected with the accuracy or inaccuracy of underground obstruction identification, excepting that which arises from the active negligence of EMCON. In every instance Client will remain responsible for the identification of underground obstructions.

LIMITATION OF LIABILITY. To the fullest extent permitted by law, Client agrees to limit the liability of EMCON, its officers, shareholders and employees, for any acts, errors or omissions or breaches of contract to \$50,000 or the amount of EMCON's fee, which ever is greater. In no event shall EMCON be liable for any indirect, special or consequential loss or damage, and Client shall indemnify and hold EMCON harmless against any such loss or damage or liability.

INDEMNIFICATION. Subject to the limitation of liability above and the second sentence hereof, each party shall indemnify the other from third-party claims arising out of the negligence of the indemnifying party to the extent that such loss or expense is caused by that party's negligence. In addition, Client agrees to indemnify, defend and hold EMCON harmless from any loss, cost, damage or expense (including attorneys' fees), arising out of or in connection with EMCON's performance for any resulting environmental pollution or contamination except to the extent such pollution or contamination is newly caused or created by the active negligence or willful misconduct of EMCON.

JOB SITE. Where the scope of services calls for construction related activities, Client agrees that the construction contractor will be required by Client to assume sole and complete responsibility for job site conditions during the course of construction of the project, including safety of persons and property. Client further agrees to defend, indemnify and hold EMCON harmless from any and all liability in connection with the performance of construction-related services on this project, excepting liability arising directly from the sole professional negligence of EMCON.

NO THIRD PARTY BENEFICIARIES. There are no third party beneficiaries of this agreement between Client and EMCON and no third party shall be entitled to rely upon any work performed or reports prepared by EMCON hereunder for any purpose whatsoever. Client shall indemnify and hold EMCON harmless against any liability to any third party for any loss, expenses, or damages arising out of or in connection with reliance by any such third party on any work performed or reports issued by EMCON hereunder.

DISPUTES. Any controversy, claim or dispute shall be construed and enforced in accordance with the laws of the state from which EMCON's services are procured. In any legal or arbitration proceedings brought by either party to enforce or interpret any of the terms or conditions of this Agreement, including the collection of any payments due hereunder, the prevailing party shall be entitled to recover all reasonable costs incurred in defense of the claim, including staff time at current billing rates, court costs, attorneys' fees, and other claim-related expenses.

OTHER. If EMCON is requested to respond to any mandatory orders for the production of documents or witnesses on Client's behalf regarding work performed by EMCON, Client agrees to pay all costs incurred by EMCON not reimbursed by others in responding to such order, including staff time at current billing rates and reproduction expenses.

These General Terms and conditions shall be used in combination with a Professional Service Agreement, proposal, purchase order or contract. These combined documents shall be the entire Agreement and shall supersede any other agreement between Client and EMCON relating to such matter. In case of conflict or inconsistency between these General Terms and Conditions and any other contract documents (excepting payment provisions), these General Terms and Conditions shall control. If any provisions of the separate or combined documents are legally unenforceable, the document(s) shall remain in effect to the extent permitted by law.